

ACCOUNTING TECHNICIAN

DISTINGUISHING FEATURES

The fundamental reason the Accounting Technician exists is to perform varied para-professional accounting tasks of a technical nature including controlling and processing the City's automated financial systems, local area networks and/or data collection, process coordination and preparation of the annual budget in the Accounting and Budget Department. Work is performed under general supervision and is supervised by the Accounting Manager.

ESSENTIAL FUNCTIONS

Prepares and maintains a variety of management reports using financial system software report generators. Reviews reports for highest level of quality and relevance.

Schedules and initiates running of computerized jobs.

Creates and verifies computer controls.

Provides accounting research and guidance to employees within the work unit and to other City departments.

Automates manual functions using a variety of computer software products.

Assists in monitoring Citywide departmental patterns through expenditure and revenue budget reports and preparation of budget review materials.

Assists in evaluation and preparation of budget reports and recommendations for budget policies and procedures manual.

Coordinates the receipt of data files in multiple formats from various departments including, but not limited to: Parks, Customer Service, Purchasing and Housing. Manipulates the data files using various software programs in preparation for input into the financial system.

Performs uploads/downloads and transfers of data files from/to various systems (SmartStream, Unisys mainframe via Demand and Mapper, Network and PC's etc.)

Prints, orders and monitors the check stock for all accounts payable checks on a daily basis. Electronically transmits a daily bank file after the data integrity has been properly verified.

Verifies that all journal entries and adjustments to the financial system are entered, posted and properly logged in order to maintain data integrity in the financial system.

Takes ownership of all other technical and accounting tasks, as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Municipal accounting and budgeting.

Payroll, accounts payable, accounts receivable, special assessments, report preparation, forms design, and general ledger systems.

Research techniques and report preparation.

Office procedures and methods.

Ability to:

Make mathematical calculations and draw logical conclusions.

Comprehend and make inferences from complex written material and verbal and/or written instructions.

Conduct studies using statistical and spreadsheet software programs.

Compile and present research or survey findings in a logical manner.

Prepare reports with clearly organized thoughts using proper sentence construction, punctuation, grammar and present information verbally and in writing to other City staff and the public.

Communicate effectively and courteously both orally and in writing to customer requests on the phone and in person.

Establish and maintain effective working relationships with all levels of City staff and citizens.

Use a personal computer and a variety of computer software that requires continuous and repetitive arm or hand and eye movement.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of training education and experience equivalent to two years progressively responsible experience as a Senior Account Clerk or similar capacity including technical knowledge of existing computerized accounting system, or a combination of training and experience and college course work in Accounting.

FLSA Status: Non-exempt

HR Ordinance Status: Classified